

## Auditors' Initials and Date

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Manufacturer: \_\_\_\_\_

System: \_\_\_\_\_

Version: \_\_\_\_\_

Account #: \_\_\_\_\_ Project #: \_\_\_\_\_

Review Date(s): \_\_\_\_\_  
Auditor(s): \_\_\_\_\_  
\_\_\_\_\_

Manufacturer's Personnel	Position	Contact Information

**Note:** Bolded references indicate procedures/documents that must be performed/prepared by the system. With regard to the unbolded references, if the procedures/documents are performed/prepared by the system, the system will not be approved until those features either function in compliance with Nevada's regulatory scheme, are securely disabled in the system or are removed from the system. Underlined references indicate reports, records or source documents. The exact title for reports, records or source documents should be included in the comments column, where applicable.

## General Controls

[illegible]

NEVADA GAMING CONTROL BOARD  
ASSOCIATED EQUIPMENT REVIEW CHECKLIST  
BINGO SYSTEMS

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	Pass	Fail	N/A	Comments
7. If the system backs-up daily data files, does the backup feature function properly? <b>IT MICS #5a</b>				
8. Is in-house developed or purchased software programs backed-up? Backup of purchased software is not required if software can be reinstalled by the vendor. <b>IT MICS #5b</b>				
9. Does the system directly store documents to unalterable media? If so, (a) Does the storage medium contain an exact duplicate of the original document? IT MICS #17a (b) Are all documents stored maintained with a detailed index containing the department and date? <u>Regulation 6.040(1)</u> and IT MICS #17b				
10. Is system exception information created (e.g. changes to system parameters, corrections, overrides, voids, etc.)? <b>IT MICS #8</b>				
11. Are IT personnel denied access to live data files? <b>IT MICS #11c</b>				
12. If the system is capable of generating security logs (e.g. multiple attempts to log on, denial of access to users after three tries, changes to live data files, etc.), are the logs accessible to IT supervisors for review? <u>IT MICS #13</u> Describe items that the log lists.				
13. If the system accepts "other instrumentalities" are they in compliance with the chairman's letter approving the use of "other instrumentalities" in that the instrumentalities contain the name of the casino, city and state, dollar amount of the instrument (both alpha and numeric), date, time, sequence number, validation number, bar code, and expiration period or date when instrumentality will expire? <u><b>Regulation 12.100</b></u>				
<b>REGULATORY COMPLIANCE</b> <b>(The following steps, where applicable, should be verified/tested through the system)</b>				
14. If the system assigns sales transaction numbers to card sales (electronic paper) are bingo cards sold consecutively, beginning with the lowest unassigned transaction number? Bingo MICS #2				
15. When an electronic bingo card is sold, is a unique number of the bingo card sold to the patron for play during the upcoming bingo session immediately recorded in an unalterable manner in the system and maintained?  Note: The unique number is associated with the face numbers on the bingo card and is used to evidence that the bingo card was purchased for the session it is being played. <u><b>Bingo MICS #3</b></u>				
16. Does the computerized system record electronic and paper card sales on a restricted transaction log or computer storage media? <u><b>Bingo MICS #4</b></u>				

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17. Does the system restrict bingo personnel from having unrestricted access to the restricted transaction log or computer storage media? <b>IT MICS #4 &amp; Bingo MICS #5</b>				
18. When a void is necessary, is supervisory approval required to record the void information input into the computer? <b>IT MICS #4 &amp; Bingo MICS #6a</b>				
19. If so designed, does the system prevent the voiding of card sales after the start of the calling of the game for which the bingo card was sold? Bingo MICS #7				
20. If applicable, are the system controls in effect for bingo card sales in outstations (if applicable) identical to those in effect for the primary bingo game? Bingo MICS #8				
21. If so designed, does the system document all sales of bingo cards on a session bingo card sales report by recording at least the following: (a) Date and time. (b) Session. (c) The beginning and ending assigned transaction numbers of cards sold (by type). (d) Number of cards sold (by type). (e) Dollar amount of cards sold (by type) (f) Total dollar amount of cards sold. (g) Signature, initials or other identifier of seller(s). (h) Signature or initials of person independent of seller(s) who has verified the card sales. (This requirement is not applicable to locations with \$1 million or less in annual bingo write.) <b>Bingo MICS #9</b>				
22. If so designed, does the system provide information for an individual independent of the seller to perform the following for each seller at the end of each session: (a) For each card type, information to reconcile the documented total dollar amount of cards sold to the documented number of cards sold? (b) For each card type, information to reconcile the number of cards sold by reviewing the documented beginning and ending assigned transaction number to the documented number of cards sold? <b>Bingo MICS #10a &amp; b</b>				
23. If so designed, for all coverall games and other games offering a payout of \$1,200 or more: (a) Does the system immediately record the called balls, or can the numbers be manually entered into the system as they are drawn? (b) Does the system maintain these records for a minimum of 24 hours? <b>Bingo MICS #13</b>				
24. If so designed, does the system ensure that the numbered balls are placed back into the selection device prior to calling the next game? Bingo MICS #14				

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25. If so designed, does the system properly function as the second person verifying the payout when the card with the winning numbers and its type are determined by the verifying system and displayed to patrons in the bingo room? <b>Bingo MICS #15 Note</b>				
26. Prior to payment of a winning paper and/or electronic bingo card, If so designed, does the system ensure that the winning bingo card was sold for the session and the game during which it was played, and was not voided? Bingo MICS #16				
27. If so designed, does the system correctly require approval by supervisory personnel independent of the transaction prior to a payout in excess of \$1,200? Bingo MICS #17				
28. If so designed, does the system correctly record payouts by game and by session on a payout report? <u>Bingo MICS #18</u>				
29. If so designed, does the system record promotional payouts that are either deducted from gross revenue, or are greater than or equal to \$100 and not deducted from gross gaming revenue and does the documentation maintained include the following: (a) Date, time and session? (b) Dollar amount of payout or description of property? (c) Reason for payout? <u>Bingo MICS #20a, b &amp; c</u>				
30. If so designed, does the system record promotional payouts less than \$100 that are not deducted from revenue and is documentation created to support bank accountability? <u>Bingo MICS #21</u>				
31. If so designed, does the system provide controls over the bingo card inventory (including electronic cards) to ensure the integrity over the cards being used? Bingo MICS #27				
32. If so designed, is a bingo revenue summary created which includes write (card sales), payouts, win and a win-to-write hold percentage for: (a) Each session? (b) Each day? (c) Month-to-date? (d) Year-to-date? <u>Regulations 1.080, 1.085, 1.090, 6.040(2)(c) and Bingo MICS #28</u>				
33. Are the components of the above revenue in compliance with the definitions at NRS 463.0161, NRS 463.3715(1), (3) & (5) and Regulation 6.110(3), (6) & (8)?				
34. If the system uses a random number generator (RNG), has the Electronic Services Division reviewed and approved the system's use of the RNG? <b>NRS 463.0155(4) and Bingo MICS #31</b>				
35. Will the proposed installation preclude bingo				

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personnel from having access to the RNG? Bingo MICS #32				
36. If so designed, are all contest/tournament entry fees and prize payouts summarized on an accountability document daily? <u>Bingo MICS #33</u> And is the following information recorded on a payout document:				
(a) Patron's name?				
(b) Date of entry/payout?				
(c) Dollar amount of entry fee/payout (both alpha and numeric)?				
(d) Line for signature/initials of individual completing transaction.				
(e) Name of contest/tournament?				
<u>Bingo MICS #34</u>				
37. If so designed, does the system correctly summarize at least monthly, the contest/tournament fees and payouts for posting to the accounting records? <u>Bingo MICS #35</u>				
38. If so designed, does the system correctly produce a report regarding contest/tournament results that includes:				
(a) The name of the event?				
(b) The date(s) of contest/tournament?				
(c) The total number of entries?				
(d) The dollar amount of entry fees?				
(e) Total prize pool?				
(f) The dollar amount paid for each winning category?				
(g) The name of each winner (winner's names are not made available to the participants unless authorized by management personnel)?				
<u>Bingo MICS #37</u>				
39. If an RNG is used and If so designed, does the system produce a numerical frequency distribution report for the previous four weeks? <u>Bingo MICS #45f</u>				
40. If a manual ball draw device is used and If so designed, does the system generate a numerical frequency distribution report for the previous four weeks? <u>Bingo MICS #45g</u>				
41. If the system records, increments and pays out in-house progressive jackpots:				
(a) If so designed, does the system correctly record the base amount and the amount of the jackpot at least once a day?				
(b) If so designed, are changes to the rate of progression correctly noted in the system records? <u>Regulation 5.110(2) &amp; (3)</u>				
42. If the bingo system has an inter-casino linked system component, does it:				
(a) In the case of a progressive payoff schedule that increases as the inter-casino linked system is played, have a minimum rate of progression for the primary jackpot meter of not less than .4 of one percent of amounts wagered? <b>Regulation 14.045(1)</b>				
(b) In the case of a progressive payoff schedule that increases over time, have a minimum rate of progression for the primary jackpot meter of not				

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less than one hundred dollars per day? <b>Regulation 14.045(1)</b>				
(c) Allow the progressive payoff schedule to be limited as allowed by Regulation 5.112(5) "if so designed"?				
(d) Have a method to secure data transmissions between the games and devices and the main computer of the operator? Note: The method will be considered for Board approval as part of this review. <b>Regulation 14.045(2)</b>				
43. If the linked system records, increments and pays out inter-casino progressive jackpots:				
(a) If so designed, does a log correctly record the base amount and the amount of the jackpot at least once a day?				
(b) If so designed, are changes to the rate of progression noted in the system records? <u>Regulation 5.112(3) &amp; (4)</u>				
44. If so designed, does the inter-casino system accurately create the following records:				
(a) Progressive payoff schedule payout verification documents?				
(b) Exception reports?				
(c) End-of-day reports?				
(d) Progressive payoff schedule reports?				
(e) Game performance reports?				
(f) Weekly reconciliation reports?				
(g) Contribution to progressive payoff schedule reports?				
(h) Tax sharing methodology?				
(i) Others? <u>Regulation 5.180(2)(h)</u>				
45. If the system has an aggregate payout limit feature (a maximum payoff amount that will be paid by a licensee to two or more patrons as the result of winning wagers resulting from any single call of the game) is:				
(a) The aggregate payout limit not combined for different types of wagers?				
(b) Each separate aggregate payout limit established for the game or bonus feature not an amount which is less than the highest award with the minimum wager required to play the game or bonus feature?				
(c) The aggregate payout limits calculation correct? <u>Regulation 5.190(1), (2) &amp; (3)</u>				
<b>TEST OF TRANSACTIONS</b>				
Have the manufacturer set up for three days of testing. Each test day should have at least two sessions. Each session should have a coverall game. There should be enough games per day to play each type of game covered by the system. The payout schedule should be the same as will be offered at the $\beta$ site.				
Have the manufacturer set up any in-house progressives, inter-casino linked progressives, contest/tournaments and free play features that the $\beta$ site offers.				

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Have the manufacturer set up bingo and accounting employees in the system.				
Draft preliminary results so that the ball draws can be hand entered to cause certain cards to be winners.				
46. Obtain a copy of the β site house rules for normal play and the items listed in the above step. Do those rules compare to the system's pay-tables and set-up?				
47. Obtain a copy of the permutation book, "perms", which has all the cards' set-up. Are the perms the same as the cards in the system?				
48. Are the times on all components of the system the same?				
49. Has the data base been cleared of previous transactions? Run reports that would have MTD and YTD totals. These should all show zero balances or no activity.				
50. Take inventory of paper cards.				
51. Open one or more card sellers' stations. If testing an inter-casino linked component, open multiple locations.				
52. Sell paper cards, sell cards through hand-held devices and sell cards through stationary units as follows:				
(a) Straight card buys				
(b) Progressive buy-in				
(c) Inter-casino linked progressive buy-in				
(d) Contests/Tournaments				
(e) Free play				
53. Void sales from each type of sale as follows:				
(a) Void after calling of game begins				
(b) Void all of a patron's cards				
(c) Void only some of a patron's cards				
54. Exchange cards for new cards midway through the session. This may require voiding the original transaction then buying new cards. Or, this may be accomplished by an even exchange. Describe in comments.				
55. Can a "previous" ball draw not be changed on an RNG game?				
56. Does the system prevent a payout on a card not in play?				
57. Does the system prevent a payout on a voided card?				
58. Does the system prevent a payout on a non-winning card?				
59. While playing the games verify the proper handling of winning cards and payouts.				

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60. Perform exception type activities (before, during and after the start of a game) as follows:				
(a) Voids				
(b) Over limit payouts				
(c) Cash transfers in/out				
(d) Unpost result errors				
(e) Change system time				
(f) Add employee				
(l) Change employee's access				
(j) Delete an employee				
(j) If configurable, have the system request password change				
61. Progressives (in-house and inter-casino linked):				
(a) Sell enough progressive buy-ins to verify progression				
(b) Cause progressive jackpot(s) to be won				
(c) Verify that base is reset properly				
62. If the system calculates an inter-casino linked jackpot allocation, verify the allocation formula.				
63. Perform end-of-session procedures.				
64. Perform end-of-shift procedures.				
65. Perform end-of-day procedures.				
66. Foot all tickets written, paid and voided and trace to their respective reports (Write, Paid, Unpaid, Future, Void, etc.).				
67. Regrade all tickets and confirm to amount branded on the ticket (paid tickets) and the amount listed in their respective report (unpaid and paid).				
68. Foot and cross foot all reports and trace information listed on each individual report to the session/shift/daily summaries.				
69. Trace all reports to the recap/reconciliation report.				
70. Foot and cross foot the recap/reconciliation report.				
71. Verify the "exception activity" performed was posted to the exception report(s).				